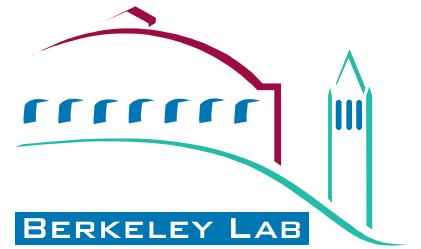
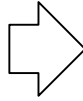


# How do I Redistribute the encumbrance to another Project ID?



When a it becomes necessary to redistribute the line encumbrance to another Project ID.

Redistributing the  
Encumbrance



1. Use the following instruction to navigate [and redistribute the](#) cost of a purchase order by project ID's.

# How do I Redistribute the encumbrance to another Project ID?



## Step 1: Redistributing cost by Project ID's

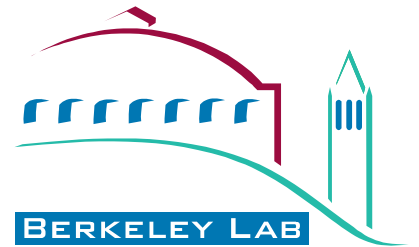
If may become necessary to redistribute the encumbered cost of a purchase order to another valid project ID. Only a valid project ID can be used for this purpose.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Use
- ⇒ Purchase Order
- ⇒ Lines

*The Update/Display Purchase Order dialog box displays.*

Unit	PO	PO Date	Status	ShortName	Vendor	Name
------	----	---------	--------	-----------	--------	------

# How do I Redistribute the encumbrance to another Project ID?



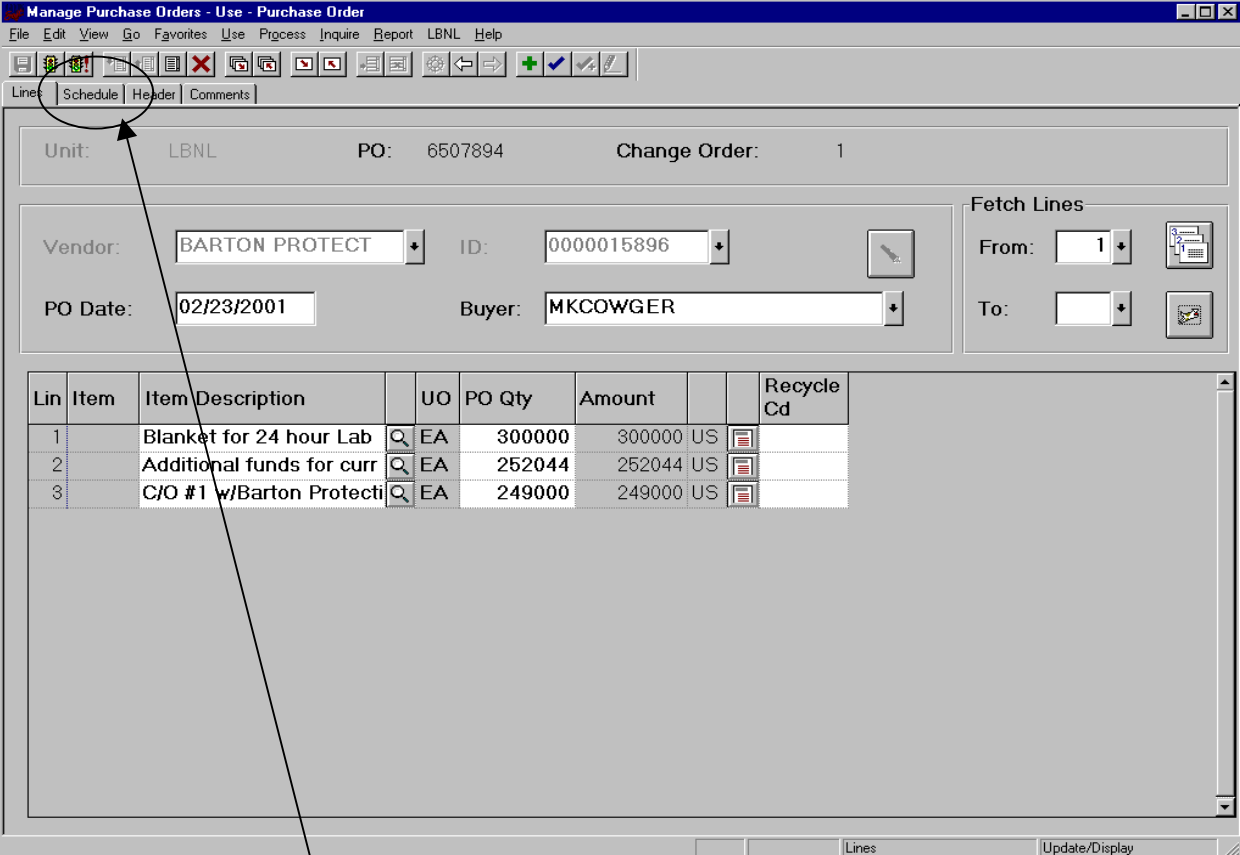
The business unit of LBNL will default.

Enter the Purchase Order number of the dispatched Purchase that requires the redistribution of the encumbrance..

Click **OK**.

*The Update/Display Purchase Order Lines panel will display.*

When the panel opens, click the Fetch  button. The Line Details will populate the panel.



Unit: LBNL PO: 6507894 Change Order: 1

Vendor: BARTON PROTECT ID: 0000015896

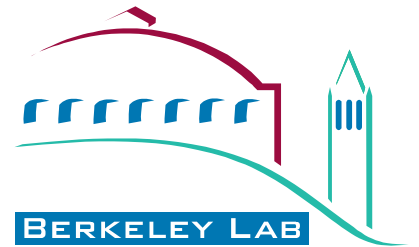
PO Date: 02/23/2001 Buyer: MKCOWGER

Fetch Lines From: 1 To:

Lin	Item	Item Description	UO	PO Qty	Amount	US	Recycle Cd
1		Blanket for 24 hour Lab	EA	300000	300000	US	
2		Additional funds for curr	EA	252044	252044	US	
3		C/O #1 w/Barton Protecti	EA	249000	249000	US	

Click on the Schedules tab.

# How do I Redistribute the encumbrance to another Project ID?



Manage Purchase Orders - Use - Purchase Order

File Edit View Go Favorites Use Process Inquire Report LBNL Help

Lines Schedule Header Comments

Unit: LBNL PO: 6507894 Change Order: 1

Line: 3 C/O #1 w/Barton Protective Service to increase st UOM: EA PO Qty: 249000.0000

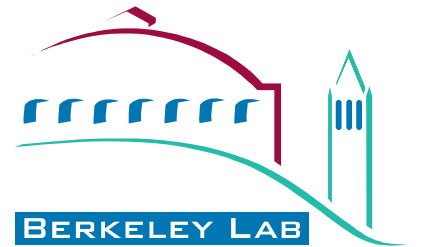
Sch	Due Date	Ship To	PO Qty	Price	Amount	
1	08/01/20	069-01	24900	1.000	249000	US

Schedule Update/Display



Once you access this panel by click on the Fetch button and revealing the lines. At this point you want to click on the Schedule details icon to open up the sub panel.

# How do I Redistribute the encumbrance to another Project ID?



**Details for Schedule 1 -- BARTON PROTECT**

C/D #1 w/Barton Protective Service to increase subcontract \$249,000 for added security d

Amount: 249000.00 USD Doc. Base: 249000.00 USD Status: Active

☐ Custom Price - No Override Original Promise Date: 08/01/2002 Matching: Full Match

Freight Trm: [ ] No Charge Match Status PO: Partial

Ship Via: NA (Planning)

Price Tol: [ ] Pct: [ ] Ext Tol Inc: [ ] Pct: [ ] Rcv Tol %: [ ]

Distribute by: Qty ☐ SpeedChart [ ] Adjustment Amt: [ ]

GL Unit	Account	Fund	DeptID	MARS	B +R	Bdgt Pd	Proj/Gr	Projects	Location
LBNL	613020	WA	OP	OPEXP	YN0100000		356199	Projects	048-0115

Access the quantity and price fields by scrolling over to your right.

**Details for Schedule 1 -- BARTON PROTECT**

C/D #1 w/Barton Protective Service to increase subcontract \$249,000 for added security d

Amount: 249000.00 USD Doc. Base: 249000.00 USD Status: Active

☐ Custom Price - No Override Original Promise Date: 08/01/2002 Matching: Full Match

Freight Trm: [ ] No Charge Match Status PO: Partial

Ship Via: NA (Planning)

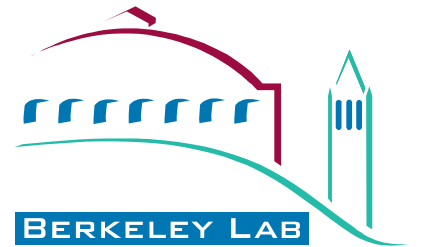
Price Tol: [ ] Pct: [ ] Ext Tol Inc: [ ] Pct: [ ] Rcv Tol %: [ ]

Distribute by: Qty ☐ SpeedChart [ ] Adjustment Amt: [ ]

Projects	Location	Liquidation	PO Qty	Pct	Amo
Projects	048-0115	None	249000.0000	100.00	

Set the Distributed Amount to .0001 in the PO Qty field and click on the Tab key.

# How do I Redistribute the encumbrance to another Project ID?



Details for Schedule 1 -- BARTON PROTECT

C/O #1 w/Barton Protective Service to increase subcontract \$249,000 for added security d

Amount: 249000.00 USD Doc. Base: 249000.00 USD Status: Active

☐ Custom Price - No Override Original Promise Date: 08/01/2002 Matching: Full Match

Freight Trm:  ☐ No Charge Match Status PO: Partial


Ship Via: NA (Planning)

Price Tol:  Pct:  Ext TolInc:  Pct:  Rcv Tol %:

Distribute by: Qty ☐ SpeedChart  Adjustment Amt:

Projects	Location	Liquidation	PO Qty	Pct	Amo
Projects	048-0115	None		.0001	100.00

PeopleCode Manager (Get)

 Cannot reduce PO (distribution) quantity below quantity actively vouchered (85671.32). (10200.212)

A sub panel will open and warn the user of an amount that currently has been vouchered against this purchase order and project ID.

Copy and paste the vouchered amount into the PO Qty field.

Details for Schedule 1 -- BARTON PROTECT

C/O #1 w/Barton Protective Service to increase subcontract \$249,000 for added security d

Amount: 249000.00 USD Doc. Base: 249000.00 USD Status: Active

☐ Custom Price - No Override Original Promise Date: 08/01/2002 Matching: Full Match

Freight Trm:  ☐ No Charge Match Status PO: Partial

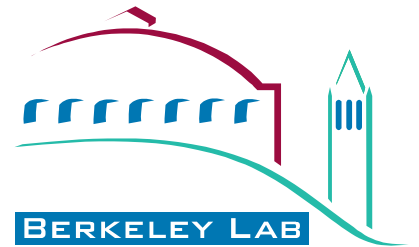
Ship Via: NA (Planning)

Price Tol:  Pct:  Ext TolInc:  Pct:  Rcv Tol %:

Distribute by: Qty ☐ SpeedChart  Adjustment Amt:

Projects	Location	Liquidation	PO Qty	Pct	Amo
Projects	048-0115	None	85671.32	100.00	

# How do I Redistribute the encumbrance to another Project ID?



Once the vouchered amount has been added to the existing line click the F7 Insert Row button. This will add a line to the distribution with the correct amount remaining on lien with this purchase order.

A screenshot of a software window titled "Details for Schedule 1 -- BARTON PROTECT". The window contains various fields for purchase order details, including Amount (249000.00 USD), Doc. Base (249000.00 USD), Status (Active), and Original Promise Date (08/01/2002). Below these fields is a table with columns: Location, Liquidation, PO Qty, Pct, and Amount. Two rows are visible, both for Location "048-0115" and Liquidation "None". The first row has PO Qty 85671.3200 and Pct 34.41. The second row has PO Qty 163328.6800 and Pct 65.59. An arrow points from the text above to the "F7 Insert Row" button in the top right corner of the window.

Location	Liquidation	PO Qty	Pct	Amount
048-0115	None	85671.3200	34.41	
048-0115	None	163328.6800	65.59	

Access the Project ID field by scrolling over to the left.

A screenshot of the same software window, but with the table scrolled to the left. The table now has columns: GL Unit, Account, Fund, DeptID, MARS, B +R, Bdgt Pd, Proj/Grt, Projects, and Location. Two rows are visible, both for Location "048-0115". The first row has Proj/Grt 356199 and Projects 048-0115. The second row has Proj/Grt 356011 and Projects 048-0115. An arrow points from the text above to the "Projects" column header.

GL Unit	Account	Fund	DeptID	MARS	B +R	Bdgt Pd	Proj/Grt	Projects	Location
LBNL	613020	WA	OP	OPEXP	YN0100000		356199	048-0115	
LBNL	613020	WA	OP	OPEXP	YN0100000		356011	048-0115	

Update the project ID in the open field provided. Once you save the purchase order the system will generate the correct accountings lines distributing the correct amount to the projects.

Once you've completed this step, **Click Save**.